

## **INSTRUCTIONS FOR DAYCARE PROVIDERS**

- Daycare subsidies will only be paid for actual daycare services provided at the approved location. Monroe County will not pay for the cost of transporting children nor time spent transporting children.
- Web submittal through CCTA is the preferred method of submission for all attendance. Web submittal will result in more accurate and timely payment processing. When using web submittal you must print a copy of the completed attendance record for each child and have the parent sign it. This signed copy should be kept at the program. Providers using Biometric (fingerprint) attendance tracking do not have to obtain and retain parent signatures unless they choose to do so for their own records.
- Make sure your attendance sheets are filled out completely and accurately **before** asking the parent to sign their approval. You should never require that a parent sign a blank or partial attendance sheet or sign prior to the last day their child attends in any month.
- Attendance sheets should be signed by you and the parent before submitting them to Monroe County. Submitting unsigned attendance sheets could delay or disallow payment. Completed and signed attendance sheets must be submitted to Monroe County by the 5<sup>th</sup> of each month to ensure timely processing of payment.
- Attendance sheets should reflect the actual time of day that care begins and ends. If a child did not attend daycare due to illness, vacation, or any other reason, that child should be marked on the attendance sheet as absent for that day. Monroe County's approved Child Care Plan does not allow payment for absences.
- If you ask parents to sign a contract for your daycare services, please understand that Monroe County is not a party to that contract and therefore is not responsible for compliance with the terms of that contract.
- If a child in your care attends another program (such as Universal Pre-K) you cannot bill the daycare subsidy program for the same hours the child spends in the other program.
- Overpayments due to billing errors on your part will require repayment back to Monroe County. Intentional misrepresentation of daycare services provided could result in a 5 year disqualification from receiving daycare subsidy payments, licensing sanctions, or prosecution for fraud.
- If a parent is required by Monroe County to pay a weekly parent fee, you **must** collect the parent fee directly from the parent. Failure to collect the weekly parent fee may adversely impact your ability to receive future payments from Monroe County. The monthly payment amount made by the County to the provider (or parent if care is provided in the child(ren)'s home) may vary based on the kind of rate, number of days in a month, number of days for which care is provided, and/or pro-ration of the parent fee.
- If you submit attendance sheets that include overtime, please make include a note explaining the reason for the overtime and, if possible, the name of the person at DHS with whom you discussed the need for overtime.

## **INSTRUCTIONS FOR PARENTS IN AN APPROVED ACTIVITY**

- Monroe County can only pay for actual daycare services provided and only for care provided during the hours of your employment or your participation in an approved activity (plus a maximum of 60 minutes of your travel to and from your job or activity). **You will be liable for payment to your provider for any care provided not payable by the subsidy program.**
- Only sign an attendance sheet after your provider has filled it out completely and accurately. Attendance sheets are used to bill Monroe County for daycare services provided to your child, therefore you and your provider are responsible for the attendance sheet's accuracy and completeness. **Never** sign a blank attendance sheet. **Never** sign an attendance sheet prior to the last day that your child attended that month (eg. signing on the 25<sup>th</sup> but the child attended until the 30<sup>th</sup>).
- If you sign a contract with your provider for daycare services, please understand that Monroe County is not a party to that contract and therefore is not responsible for compliance with the terms of that contract. **You will be liable for payment to your provider for any care provided that is not billable to the subsidy program.**
- Monroe County cannot pay for any daycare absences, whether due to illness, vacation, or program closures.
- You must notify Monroe County within ten (10) days of any changes that may affect your subsidy case (change in income, household composition, address, employment, etc). Overpayments resulting from a failure to notify us of changes will need to be repaid by you to Monroe County. Intentional misrepresentations may lead to program sanctions and/or prosecution for fraud.